



DEPARTMENT OF SOCIAL SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF SOCIAL SERVICES	RELEASE DATE:	Thursday, May 14, 2009
POSITION TITLE:	PROGRAM ADMINISTRATOR ADULT AND SENIOR CARE LICENSING PROGRAMS COMMUNITY CARE LICENSING DIVISION	FINAL FILING DATE:	Friday, May 29, 2009
CEA LEVEL:	CEA 2	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 7,815.00 - \$ 8,616.00 / Month	BULLETIN ID:	05142009_2

POSITION DESCRIPTION

Under the general direction of the Community Care Licensing Division (CCLD) Deputy Director, the Program Administrator for Adult and Senior Care Licensing Programs (Program Administrator) has statewide responsibility for the Adult and Senior Care Licensing Programs regulated by the Community Care Licensing Division. Community Care Licensing is a regulatory enforcement Division responsible for monitoring compliance of health and safety requirements at licensed sites. There are over 74,000 sites statewide and this position is responsible for the statewide administration, oversight, and licensing enforcement functions associated with caring for adults and seniors in licensed community care settings throughout the State of California. The Program Administrator plays a major role in setting statewide Adult and Senior Care Licensing Program policy. The Program Administrator is also responsible for the identification of key operational issues in the Adult and Senior Care Programs. Key policy issues are also initiated by the Program Administrator in response to specific situations that arise, and questions and issues raised by field staff, licensees, provider organizations and placement staff. The Program Administrator confers, recommends, and advises the Deputy Director on needed policy and procedural changes, and provides general administration of the CCLD Adult and Senior Care Program. The position also has responsibility for large statewide field operations. The job requires occasional overnight travel.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Applications will be screened on the basis of Knowledge, experience and potential to meet the following desirable qualifications: a. Knowledge of the organization and functions of the California Department of Social Services programs, particularly those of the Community Care Licensing Division. b. Working knowledge of the Adult and Senior Care Licensing Programs regulated by the Community Care Licensing Division and the policies and practices pertinent to these Licensing Programs. c. Administrative experience in dealing with officials at the federal, state, county, and local levels and multiple program stakeholders and advocates. d. Experience in developing strategies to smoothly and effectively implement program changes as a result of law, regulation or management changes. e. Experience in managing and exercising judgment in all aspects of the work performed by the program offices throughout the state as well as headquarters. The knowledge and abilities indicated above for the CEA 2 level are expected to be obtained from the following kinds of experience which may have been paid or volunteer, in State service, other government settings, or in a private organization: Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **PROGRAM ADMINISTRATOR ADULT AND SENIOR CARE LICENSING PROGRAMS COMMUNITY CARE LICENSING DIVISION**, with the **DEPARTMENT OF SOCIAL SERVICES**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of a screening committee established to screen the application and one page statement of qualifications. The minimum qualifications and desirable qualifications listed on this bulletin will be used to screen the application and one-page statement of qualifications. Therefore, it is critical that each applicant includes specific information on how his/her background, knowledge, and abilities meet the minimum and desirable qualifications. Based on the screening

committee's evaluation of the competitive group, interviews will be conducted with the most qualified candidates. A qualifications appraisal panel will ask qualified applicants a number of predetermined job-related questions. It is anticipated that examination interviews will be held during June 2009. Candidates will be ranked competitively, and each candidate shall be notified in writing of his/her examination results. The results of this examination may be used to fill subsequent vacancies for this position within twelve months or longer, or a new examination may be scheduled. Candidates in the top three ranks may be invited to a hiring interview.

FILING INSTRUCTIONS

A copy of DD214 or other official discharged documents, if qualifying under Pattern IV.

APPLICANTS WHO FAIL TO SUBMIT A ONE-PAGE STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than one pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF SOCIAL SERVICES, Personnel Examination Unit
744 P Street MS 8-15-59, Sacramento, CA 95814
CRYSTAL BUTLER | 916 651-2747 | CRYSTAL.BUTLER@DSS.CA.GOV

ADDITIONAL INFORMATION

Questions regarding the position should be directed to Lynn Otani, at (916) 327-8183.

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF SOCIAL SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including

integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>